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MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

SUMMARY OF BARCODE AND CODING INFORMATION FOR THE 2007 CRT AND CRT-ALT

Participants in the CRT and CRT-Alternate include the following types of schools:

- Public Schools
- Treatment Centers that are under contract with the Office of Public Instruction
- Private Accredited Schools
- Private Non-accredited Schools
- Schools that test students who are not enrolled such as home school students

The table on the following pages gives specific information about barcode labels and coding for each the above school type:

Column 1 School type	Column 2 Students with barcode labels	Column 3 New students/students without barcode labels	Column 4 Completing the SRB	Column 5 Students no longer enrolled
<p>Public All students need either a barcode label or state student ID on the SRB</p>	<ul style="list-style-type: none"> Barcode information is provided to Measured Progress by the OPI AIM system All students enrolled during the Dec/Jan collection should have a barcode label. Should a student not have a barcode label, refer to the directions in the next column. 	<ul style="list-style-type: none"> If a student <u>does not</u> have a barcode label and is enrolled in a public school, please contact the person at your school who is responsible for entering student data into the AIM system to provide you with a State Student ID number. Since there is no barcode label, the “State Student ID” box must be bubbled on page 1 of the Student Response Booklet (SRB). ALL students enrolled in a public school in Montana must have a State Student ID number on the used SRB returned to Measured Progress. <p>NOTE: State Student ID numbers are 9-digit numbers. Box E allows coding of up to 10-digits; therefore, please bubble a leading zero before the 9-digit State Student ID number. Only code the “State Student ID” box if you do not have a student barcode label.</p>	<p>Before testing, page 1</p> <ul style="list-style-type: none"> Affix student barcode label or if there is not a barcode label, bubble the State Student ID in the box on page 1 as directed in Column 3. <p>During testing, page 1</p> <ul style="list-style-type: none"> Students will code the “Form” box during testing. This is the only box required to be coded on page 1 if a barcode label was used or the “State Student ID” box is completed for new students without a barcode label. Students will be asked to write their name and teacher name in the appropriate box. Grade 10 students will be asked to code Vocational Educational Information as well. <p>After testing, page 2</p> <ul style="list-style-type: none"> Complete Sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify 	<p>Affix student barcode label to “Voided Barcode Label” form. Place form in “Special Handling” envelope.</p>

			students who participated through the CRT-Alt.	
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Column 1 School type	Column 2 Students with barcode labels	Column 3 New students/students without barcode labels	Column 4 Completing the SRB	Column 5 Students no longer enrolled
Residential Treatment Facilities All students need either a barcode label or state student ID on page 1 of the SRB	<ul style="list-style-type: none"> Barcode information is provided to Measured Progress by the OPI AIM system All students enrolled during the Dec/Jan collection should have a barcode label at their previous school. 	<ul style="list-style-type: none"> Request State Student ID from previous school If no State Student ID, contact Nicole Weissman, the OPI Student Records Manager, 406-444-3495 or nweissman@mt.gov Once you have the State Student ID, bubble student ID number in the box on page 1. NOTE: State Student ID numbers are 9-digit numbers. The box on page 1 allows coding of up to 10-digits; therefore, please bubble a leading zero before the 9-digit State Student ID number. Only code this box if you do not have a student barcode label. 	<p>Before testing, page 1</p> <ul style="list-style-type: none"> Affix student barcode label or if there is not a barcode label, bubble the State Student ID in the box on page 1 as directed in Column 3. <p>During testing, page 1</p> <ul style="list-style-type: none"> Students will code the “Form” box during testing. This is the only box required to be coded on page 1 if a barcode label was used or the “State Student ID” box is completed for new students without a barcode label. Students will be asked to write their name and teacher name in the appropriate box. Grade 10 students will be asked to code Vocational Educational Information as well. <p>After testing,</p>	Affix student barcode label to “Voided Barcode Label” form. Place form in “Special Handling” envelope.

			page 2 <ul style="list-style-type: none"> Complete Sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify students who participated through the CRT-Alt. 	
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Column 1 School type	Column 2 Students with barcode labels	Column 3 New students/students without barcode labels	Column 4 Completing the SRB	Column 5 Students no longer enrolled
Private Accredited Schools All students need a barcode label	<ul style="list-style-type: none"> Barcode information was provided by the schools directly to Measured Progress. nhall@measuredprogress.org 888-792-2741 	<ul style="list-style-type: none"> Contact Nancy Hall at Measured Progress to register new students. nhall@measuredprogress.org 888-792-2741 	Before testing, page 1 <ul style="list-style-type: none"> Affix student barcode label or if there is not a barcode label, bubble the State Student ID in the box on page 1 as directed in Column 3. During testing, page 1 <ul style="list-style-type: none"> Students will code the “Form” box during testing. This is the only box required to be coded on page 1 if a barcode label was used or the “State Student ID” box is completed for new students without a barcode label. Students will be asked to write their name and teacher name in the appropriate box. Grade 10 students will be asked to code Vocational 	Affix student barcode label to “Voided Barcode Label” form. Place form in “Special Handling” envelope.

			<p>Educational Information as well.</p> <p>After testing, page 2</p> <p>Complete Sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify students who participated through the CRT-Alt.</p>	
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Column 1 School type	Column 2 Students with barcode labels	Column 3 New students/students without barcode labels	Column 4 Completing the SRB	Column 5 Students no longer enrolled
<p>Private Non-accredited Schools</p> <p>Students need complete coding as described in column 4.</p>	NA	NA	<p>Before testing, page 1</p> <ul style="list-style-type: none"> • Complete “Student Name”, “School Code”, “Local Student Identification” and “Birth Date” boxes. <p>During testing, page 1</p> <ul style="list-style-type: none"> • Students will be asked to write their name and teacher name in the appropriate box. • Students will code the “Form” box. • Grade 10 students will be asked to code Vocational Educational Information as well, if applicable. <p>After testing, page 2</p> <ul style="list-style-type: none"> • Complete Section 3 	NA

			<ul style="list-style-type: none"> Information in “Gender”, “Ethnicity” and “Program Information” boxes is <u>optional</u> 	
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Column 1 School type	Column 2 Students with barcode labels	Column 3 New students/students without barcode labels	Column 4 Completing the SRB	Column 5 Students no longer enrolled
Home-school Students Students need complete coding as described in column 4.			<p>Before testing, page 1</p> <ul style="list-style-type: none"> Complete “Student Name”, “School Code”, “Local Student Identification” and “Birth Date” boxes. <p>During testing, page 1</p> <ul style="list-style-type: none"> Students will be asked to write their name and teacher name in the appropriate box. Students will code the “Form” box. Grade 10 students will be asked to code Vocational Educational Information as well, if applicable. <p>After testing, page 2</p> <ul style="list-style-type: none"> Code Section 1 on page 2. The unlettered box with “Student enrolled” information is required. Section 3 (coding is optional). Code “Gender”, 	

			“Ethnicity” and “Program Information”.	
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